



Youth Leadership Manager

40 hours/week – FLSA Status - Exempt

Partners for Youth with Disabilities (PYD) works to create a world where young people with disabilities will be able to live with dignity and pride in who they are, and to lead self-determined lives filled with purpose. To make this happen, we build the skills and abilities of young people with disabilities, and increase the inclusivity of workplaces, organizations, and communities.

Description

The Youth Leadership Program Manager is a newly created position, influential in ensuring agency wide programmatic goals related to youth leadership development. Reporting to the Mentoring Program Director, the Manager will be responsible for the successful delivery of PYD's summer youth leadership programs, in addition to cultivating new and existing partners to support year-round youth services.

PYD is proud to organize and host the 2021 Massachusetts Youth Leadership Forum (YLF) - a conference for youth and young adults with disabilities held annually in Massachusetts and other states across the country - in partnership with the Massachusetts Rehabilitation Commission, the Massachusetts Department of Mental Health, the Massachusetts Developmental Disabilities Council, the Massachusetts Department of Developmental Services, Boston Public Schools, and numerous collaborators across the state. The Manager will work closely with previous YLF Director to oversee and coordinate all programmatic aspects for a virtual event to take place from June 14th to June 28th, 2021, and future in-person or hybrid annual forums (format pending public health concerns).

Additionally, PYD is excited to launch the 2021 Young Leaders Rising (YLR) – a 12-week youth leadership program that leverages both live, virtual workshops and an online learning community, in Partnership with the Massachusetts Rehabilitation Commission. Taking place between July and September, the Manager will work closely with the Mentoring Program Director to oversee and coordinate all aspects of programming, including managing up to 15 Leadership Fellows to build and implement this newly created programming.

Moreover, the Manager will provide partnership cultivation support to various programs in PYD's youth services portfolio. Engaging volunteers and collaborators from the nonprofit and private sector is critical for both skill building for youth and creating a more inclusive world. As such, the Manager will work closely with the Mentoring Program Director and Career Readiness Program Director to conduct targeted community outreach to support ongoing programs.

PYD's headquarters is located in Somerville, MA. The organization currently is working remotely and will continue to adapt work routines as warranted by the COVID-19 situation and the organization's needs.

Key Responsibilities

To succeed in this role, the Manager will thrive in a fast-paced, collaborative environment. This position requires someone who is passionate about PYD's mission and can ambitiously network to elevate PYD's brand, in order to recruit an outstanding cohort of volunteers, leaders, collaborators, and supporters. The Manager will possess a commitment to excellence that fuels their ability to drive programmatic impact through exceptional project management, stakeholder communication, program planning, and program management.

YLF Program Delivery

- Provide programmatic and operational management for all aspects of YLF (community-based and online depending on public health conditions), and annual conference that occurs over two weeks at the end of June
- Collaborate with Program Director to recruit new and cultivate existing funders and partners
- Coordinate youth outreach, applicant interview/screening/enrollment process, and candidate selection process
- Schedule, coordinate, and lead all YLF planning and collaborator meetings
- Manage and support plans developed by YLF subcommittees
- Coordinate all YLF related contracts/MOUs with collaborators and staffing assignments
- Coordinate YLF conference schedule, including all speakers/workshops
- Coordinating reasonable accommodations, hiring PCAs for in-person events, and collecting all participant paperwork
- Design and compile programmatic materials for all participants and staff

YLR Program Delivery

- Provide programmatic and operational management for all aspects of YLR (community-based and online depending on public health conditions), a 12-week summer leadership program between July and September
- Collaborate with Program Director to recruit new and cultivate existing funders, partners, and sponsors
- Collaborate with Program Director to recruit and hire Leadership Fellows, and provide support and supervision to Fellows, engaging them in a meaningful leadership experience
- Manage program planning process that leverages PYD staff across departments to build online learning platform, online course content, and live workshops; additionally, empower Fellows to leverage their perspective on design of programming and online learning platform
- Coordinate youth outreach, applicant interview/screening/enrollment process, and candidate selection process
- Design and compile programmatic materials for all participants and staff

Youth Services Program Support

- Collaborate with youth services program directors to support ongoing webinars, workshops, classroom instruction, and events that leverage partnerships within the community, the nonprofit sector, or private enterprises
- Develop relationships with the local business community and recruit new business partners to provide guest lectures, job shadows, and other experiential learning opportunities for youth
- Collaborate with Program Director to research best practices in youth leadership programming, and opportunities for new program development
- Collaborate with Program Director to research opportunities to build YLF/YLR alumni network
- Responsible for Salesforce data entry related to YLF, YLR, and ongoing youth services work, which may include participant, funder, and partner information
- Responsible for reporting and survey data collection/analysis related to YLF, YLR, and ongoing youth services

Requirements

- 5+ year's program management experience in youth services, leadership development, education, mentoring and/or the disability field; Youth Leadership Forum experience preferred
- Excellent verbal and written communication skills
- Ability to effectively manage time, multitask, and meet competing demands
- Ability to work both collaboratively as part of a team and independently
- Experience prospecting new and cultivating existing partnerships and collaborations
- Smart, strategic thinker with effective, diplomatic, and proactive leadership skills
- A passion for working with youth with disabilities, and an unshakable belief in their potential and a strong commitment to the mission of PYD
- Commitment to diversity and inclusion
- Willingness to work remotely if needed
- Willingness to travel domestically

To apply

Please send resume, cover letter, and the contact information of three references to Kristin at khumphrey@pyd.org.

Diversity & Inclusion

We encourage people with disabilities, BIPOC (black and/or indigenous people and people of color), multi-lingual speakers, people of any religion or ethnicity, and ASL speakers, of all gender identities and socio-economic backgrounds to apply.

Salary range: \$50,000-55,000.

Benefits

PYD provides employees with the following benefits package:

- Health insurance with a generous employer contribution (Tufts Health Plan; Silver and Gold tier plan options)
- Employer-paid life and AD&D insurance
- 401(k) retirement plan with 3% employer contribution
- Paid vacation time, starting at 3 weeks (15 days) per year
- Paid sick time, 12 days per year
- Paid holidays, 14 days per year
- Personal time, 3 days per year
- Flexible work scheduling, depending on position
- Free parking on site
- Supportive staff culture committed to providing our employees with the support & accommodations they need to be successful